

## Manuals

Manuals	Owners
ACCESS Manual	Criminal Records Division
Administrative Investigation Manual	Office of Professional Standards
Administrative Services Manual	Risk Management Division
Audit Inspection Standard Operating Procedures Manual	Audit Inspection Division
Aviation Section Operations Manual	Special Operations Division
Awards Manual	Risk Management Division
Blanket Authority for Limited Public	Property Management Division
Budget & Fiscal Services Desk Reference Manual	Budget and Fiscal Services
Budget & Fiscal Standard Operating Procedures Manual	Budget and Fiscal Services
Capitol Campus Detachment Manual	Special Operations Division
Career Development Program	Training Division
Cargo Tank Manual	Commercial Vehicle Division
Cash Handling Practices and Controls	Training Division
Cessna Initial Training Program	Special Operations Division
Coding Manual (1993 State of Washington)	Criminal Records Division
Coding Rules For Motor Vehicle Traffic Accidents	Criminal Records Division
Commercial Vehicle Division Operations Manual	Commercial Vehicle Division
Communications Division Desk Manual	Communications Division
Communications Division Trainee's Manual	Communications Division
Communications Manual	Communications Division
Communications Trainer Manual	Communications Division
Correspondence Procedures Manual	Risk Management Division
Criminal Investigation Division Manual	Criminal Investigations Division
Criminal Justice Training Manual	Criminal Records Division
Critical Incident Guide	Commercial Vehicle Division
CVSA Manual	Commercial Vehicle Division
CVSA North American Standard L-1 P-B Manual	Commercial Vehicle Division
CVSA North American Standards L-1 P-A Manual	Commercial Vehicle Division
Desk Reference Manual for Confidential Secretary	Government and Media Relations
District Procedures Manual (Districts 1-8)	Districts
DRE 7-Day School (Student/Instructor Manual)	Impaired Driving Section
DRE Pre-School (Student/Instructor Manual)	Impaired Driving Section
Drugs that Impair Driving (Student/Instructor Manual)	Impaired Driving Section
DWI Detection and Standardized Field Sobriety Testing	Impaired Driving Section
EI Protector Manual	Districts
Electronic Services Section Handbook	Electronic Services Section

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Electronic Services Section Manual	Electronic Services Section
Emergency Handbook & Blood borne Pathogens/Exposures	Districts
Emergency Plan	Districts
Equipment and Standard Section Manual	Government and Media Relations
Executive Protection Unit Manual	Special Operations Division
Fingerprint Rolling Techniques Training Manual	Criminal Records Division
Fire & Life Safety Facility Training Manual	Fire Protection Bureau
Firearms Instructor Manual	Training Division
Fleet Section Manual	Property Management Division
FTO Program	Training Division
General Hazardous Materials Instructor Guide	Commercial Vehicle Division
HEAT Self Services User Guide	Information Technology Division
Homeland Security Division Procedures Manual	Homeland Security Division
Incident Management Handbook	Training Division
Inter-Agency Bomb Squad Manual	Homeland Security Division
Introduction to Cargo Tanks Instructor Guide	Commercial Vehicle Division
Investigative Assistance Division Manual	Investigative Assistance Division
K-9 Manual	Homeland Security Division
Labor and Industries Manual	Special Operations Division
Legal CVD Manual	Commercial Vehicle Division
Lethal Force Issues Manual	Commercial Vehicle Division
Logistics Section Catalog	Property Management Division
Logistics Section Manager	Property Management Division
Mansion Detachment Manual	Special Operations Division
Media Relations Manual	Government and Media Relations
Motorcycle Policy Manual	Districts
Operations Manual (CVD)	Commercial Vehicle Division
PDS Standard Operating Procedures Manual	Risk Management Division
Police Traffic Collision Report (PTCR) Manual	Criminal Records Division
POPS Training Guide	Districts
Pre-Academy Training Manual	Commercial Vehicle Division
Prevention Division Manual	Fire Protection Bureau
PRISM Manual	Commercial Vehicle Division
Project Management Methodology	Information Technology Division
Public Disclosure Section Manual	Risk Management Division
Public Information Office Resource Manual	Government and Media Relations

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Purchasing Manual	Budget and Fiscal Services
Ready Reference Guide to ACCESS/WACIC	Criminal Records Division
Reception Manual	Risk Management Division
Records Retention Manual	Risk Management Division
Records Section Policies and Procedures	Criminal Records Division
Regulation Manual	Risk Management Division
School Bus Inspection Manual	Commercial Vehicle Division
Secretarial Desk Reference Manual	Districts
Serious Highway Crime Apprehension Team Manual	Districts
Sex/Kidnapping Offender Registration Guideline Manual	Criminal Records Division
SFST Refresher Training Course (Student/Instructor Manual)	Impaired Driving Section
SHCAT Manual	Districts
Special Weapons & Tactics Team/Clandestine Lab Manual	Investigative Assistance Division
SPP Standard Operating Procedures Manual	Risk Management Division
Standard Operating Procedures (Student/Instructor Manual)	Impaired Driving Section
Strategic National Stockpile Manual	Districts
Strategic Planning and Performance Desk Manual	Risk Management Division
Supervisors Reference Manual	Human Resource Division
Tape Transcription Manual	Risk Management Division
Techniques for Obtaining & Evaluating Fingerprint Quality	Criminal Records Division
Tenprint Unit Procedures Manual	Criminal Records Division
TFO Training Manual	Special Operations Division
The Evidence Section Desk Manual	Risk Management Division
The Officer's Evidence Handbook	Risk Management Division
The Property and Evidence Custodian Manual	Risk Management Division
Time and Activity Report System Manual	Budget and Fiscal Services
Tort Claim Desk Reference Manual	Risk Management Division
Training Division Manual	Training Division
Travel Voucher System Manual	Budget and Fiscal Services
Unusual Occurrence Manual	Commercial Vehicle Division
Vehicle Identification Number Manual (VIN)	Criminal Investigations Division
WA Joint Analytical Center Operations Manual (WAJAC)	Investigative Assistance Division
WA Management Services (WMS) Manual	Human Resource Division
WACIC Manual	Criminal Records Division

## Report List

Reports	Owner
Adjustment Report	Property Management Division
Affirmative Action Plan	Human Resource Division
Annual Fires in Washington Report	Fire Protection Bureau
Annual Report	Government and Media Relations
Auditors Conduct Quarterly Report	Commercial Vehicle Division
Commission on Accreditation for Law Enforcement Agencies Annual Report	Risk Management Division
Commute Trip Reduction (CTR) Annual Report	Risk Management Division
Compliance Review Quarterly Report	Commercial Vehicle Division
Deployment Reports	District
Disaster Recovery/Business Resumption Plan	Information Technology Division
District Assessment Report	District
Early Identification Report	Office of Professional Standards
Emergency Response for Terrorism Training - Hazardous Materials	Fire Protection Bureau
Fatal Reports	District
Final Audit Reports	Audit Inspection Division
Fuel Inventory Reports	Property Management Division
Government Management Accountability and Performance Quarterly Report	Risk Management Division
Governor's Safety Conference Report	Commercial Vehicle Division
Incident Response Plan	Commercial Vehicle Division
ITD Security Plan	Information Technology Division
JOPS Report	District
Law Enforcement Officers Killed or Assaulted Report	District
Mobilization Operations Plan	Fire Protection Bureau
Mobilization Plan	Fire Protection Bureau
Mobilization Plan	District
Motor Carrier Safety Administration Program Quarterly Report	Commercial Vehicle Division
OPS Annual Report	Office of Professional Standards
OTDP Committee Report	Commercial Vehicle Division
Overtime Reports	District
Pending Picks Report	Property Management Division
Quarterly Report	Government and Media Relations
State Challenge - WTA TDC Report	Commercial Vehicle Division
Strategic Advancement Forum	All Divisions
Strategic Plan	All Divisions
Training Hours Comparison Report	Commercial Vehicle Division
WA Administrative Codes Quarterly Report	Risk Management Division

## Misc. Records

Misc. Records	Owner
Academy Instruction Outlines	Training Division
Administrative and Drug Information Publications and Forms	Impaired Driving Section
Annual Risk Assessment; Results and Analysis	Audit Inspection Division
Biennial Summary	Property Management Division
Breath Test Program DataMaster Database Records	Impaired Driving Section
Charges Back Summary	Property Management Division
Citation History	Property Management Division
Curriculum Vitae	Toxicology Laboratory Division
Customer Services Survey Results (2007)	Information Technology Division
Dailey Bulletin	Risk Management Division
Expense Summary	Property Management Division
Fire Fighting Personnel Specialized Training	Fire Protection Bureau
Fireworks Licensing	Fire Protection Bureau
Fund Summary	Property Management Division
Headspace Protocols	Toxicology Laboratory Division
InsideOut Newsletter	Government and Media Relations
NewsFlash (Newsletter)	Communications Division
Operational Guidelines for Staff	Fire Protection Bureau
Quality Assurance Protocols	Toxicology Laboratory Division
Rapsheet' Newsletter	Criminal Records Division
Repair Certifications	Impaired Driving Section
Signed Affidavits	Impaired Driving Section
Simulator Solutions Protocols	Toxicology Laboratory Division
Sprinkler Contractor Licensing	Fire Protection Bureau
Technology Executive Committee (TEC) Records	Technical Services Bureau
The Messenger' Newsletter	Criminal Records Division
Toxicology Forms	Toxicology Laboratory Division